CASEWORKER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level Caseworker position within the Department of Social Services, Coordinated Children's Programs or the Office for the Aging. A trainee is provided classroom and on-the-job training designed to provide the essential knowledges and skills necessary for carrying out duties related to case management and the delivery of human services to children, adults and families as applicable to their department. An incumbent must serve at least one year in the trainee title, attain permanent appointment in the trainee title and successfully complete the probationary period in accordance with civil service rules in order to be considered for promotion to the full performance position of Caseworker. Upon satisfaction of these requirements, an incumbent is promoted to the title of Caseworker without further competitive examination. The work is performed under the direct supervision of a higher level employee with progressive leeway allowed for the exercise of independent judgment as training progresses. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title does not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Trains in and provides service planning and undercare to assigned cases in the forms of interviewing, coordinating, linking to ancillary services and referral to professional counseling;

Trains in and investigates complaints of neglect and maltreatment of children and adults;

Trains in and assesses needs for adult protective services and establishes case plans;

Trains in and investigates needs and arranges for the delivery of personal care services, periodically reviews same for effectiveness and continued need;

Participates in assessing the need for foster case and/or needs for other services;

Establishes and monitors service plans within prescribed requirements;

Helps to identify social problems and establishes goals and procedures to overcome those problems;

Participates in planning with parents and relatives for the care of children and re-establishment of the home;

Establishes a relationship with individuals and families to insure provision of services;

Visits with clients to determine needs for services;

Maintains liaison with community agencies and resources for purposes of client referral;

Works closely with other staff personnel in carrying out service plans;

Maintains case recording on assigned cases according to established procedures;

May supervise children in foster care;

May provide adoptive services;

May prepare petitions and appear in court on behalf of agency;

May be required to respond to complaints or requests for services after work hours.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the modern principles and practices of social case management, working knowledge of all federal, state and local laws and programs as they relate to the delivery of human services; working knowledge of available community facilities and resources; ability to identify positively with people; ability to relate to a potentially difficult client population; good organizational skills; good powers of observation, perception and analysis; good judgment; initiative; resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a bachelor's degree from a regionally accredited or New York State registered college or university.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY
1100 CASEWKR TR
1101 CSWKTR HLP
Classification: Competitive
Grade: 13A (DSS only)
Grade: 13 (OFA)
Union: CSEA

Adopted: March 6, 1989
Revised: September 19, 1989
Revised: April 12, 1991
Revised: December 20, 1994
Revised: April 25, 2002
Revised:: February 10, 2025